

RIGHT TO INFORMATION ACT

Pursuant to section 4 (1) (b) of the right to information act, 2005

Chapter	Particulars
i	Particulars of organization, functions and duties.
ii	Powers & duties of officers and employees.
iii	Procedures followed in the decision-making process, including channels of supervision and accountability.
iv	The norms set for discharge of functions.
v	The rules, regulations, instructions, manuals and records, held by the company or under its control or used by its employees for discharge its functions.
vi	A statement of the categories of documents that are held by the company or under its control.
vii	The particulars of any that exists arrangement for consultation with, or representation by, the members of the public in relation to the formulation of policy or implementation thereof.
viii	A statement on the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible to the public.
ix	A directory of officers and employees
x	Statement on monthly remuneration received by each of officers and employees including system of compensation as provided in its regulations.
xi	Budget allocated each of company agency, indicating the particulars of all plans, proposed expenditures and reports on disbursement made.
xii	The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes.
xiii	Particulars of recipients of concessions, permits or authorizations granted by the company.
xiv	Details in respect of the information available or held by the company, reduced in an electronic form.
xv	The particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use.
xvi	The names, designation and other particulars of central public information officers.
xvii	List of items exempted (confidential).
xviii	Annual report (RTI).

Chapter –I Particulars of organisation, functions and duties

Particulars of Organisation:

a	Date of Incorporation	30 th March 2000.
b.	Mode of incorporation	Incorporated as Government company under the provisions of the Companies Act, 1956. With the name Northern Power Distribution Company of Andhra Pradesh Limited.
c.	Administrative Department.	Energy Department, Government of Andhra Pradesh.
d	Present status	A Government Company within the meaning of Section 617 of the Companies Act, 1956.
f	Share Capital	
	Authorized	Rs.275.00 Crores.
	Subscribed, issued & Paid up Capital	Rs.274.76 crores.
g	Present share holding	100% share capital is held by the Honorable Governor of Andhra Pradesh and Government Nominees.
h	Address of Registered office:	H.No.1-1-478, Chaitanyapuri, Hanamkonda, Warangal, Andhra Pradesh – 506 004. Ph.No.0870-2461501. Fax No.24615109. Website: www.apnpdcl.in

Functions & Duties:

- a. Company's Vision, Mission and Objectives

VISION

APNPDCL shall become one of the best Power Distribution Utility in the Country, with high customer focus, financial strength and operational efficiency

MISSION

Provide safe, reliable, uninterrupted and quality power to all its customers at a competitive cost and a reasonable return to all its stakeholders duly following sound commercial practices and business ethics

OBJECTIVES

In pursuance of the above *Vision* and *Mission*, the corporate objectives of APNPDCL are:

- to modernize and strengthen the distribution network so as to provide reliable, uninterrupted and quality power;
- to develop a customer savvy organization which quickly responds to the needs of customers and redresses their grievances in the shortest possible time;
- to achieve financial viability and strength through prudent financial management practices;
- to achieve high operational efficiency and safety;
- to promote a performance driven culture in the organization;
- to create a culture of accountability and commitment among the employees to achieve excellence;
- to enhance the skills of employees and buildup team spirit through tailor made continuous training programmes;
- to expand the distribution system and business optimally and diversify into other related areas for business growth;
- to adopt the best project evaluation and management techniques to get optimal returns on investments ; and
- to be socially responsible and environment friendly power business organization with the best Corporate Governance Practices.

Business of the Company:

Northern Power Distribution Company of A.P. Ltd (APNPDCCL) has been established to carryout electricity distribution business as part of the unbundling of erstwhile A.P.S.E.B. The Company caters the electricity requirements of Warangal, Karimnagar, Khammam, Nizamabad and Adilabad Districts. The company reaches out to a population of about 140.9 lacs (as per 1991 census) spread across hamlets, villages and towns spanning an area of 66,860 sqkm. The principal role of company is that of service provider to support economic and lifestyle activity in its licensed area.

S.No.	Particulars	Unit	Total
1	Districts	No.s	5
2	Mandals	No.s	242
3	Villages	No.s	5,612
4	Towns	No.s	32
5	Assembly constituencies	No.s	54
6	Parliament constituencies	No.s	7

Operation statistics:

APNPDCCL has been allocated 1685.44 MW of power against the state installed capacity of 10620.31 MW on 07-06-2005, constituting 15.87%. The energy input increased to 10463.23 MU in 2009-10 from 7453 MU in 2000-01. Company's consistent effort in commercial efficiency increased metered sales of the company to 47.77% in the F.Y. 2009-10 from 37.69% in FY 2000-01. Improvement in infrastructure and other commercially oriented activities have brought down the energy losses. Energy losses percentage (%) (including EHT sales) in the licensed area during the F.Y. 2009-10 have come down to 14.53% from 26.80% in the FY 2000-01. Maximum demand recorded on a day during the year 2009-10 is 1798 MW on 24-03-2010 and maximum consumption recorded on a day during the year 2009-10 is 36.97 MU (23.09.2009):

S.No.	Particulars	Unit	F.Y. 2009-10
1	Energy Input	MU	10463.23
2	Metered sales	MU	4998.71
3	Percentage of metered sales to input (2÷1)	%	47.77
4	Agricultural consumption	MU	3944.3
5	Percentage of Agricultural Consumption to input (4÷1)	%	37.70
6	Energy losses	MU	1520.22
7	Energy losses percentage to input (including EHT sales) (6÷1)	%	14.53
8	Maximum demand recorded on a Day during the Year	MW	1798.00 (24-03-2010)
9	Maximum consumption recorded on a day during the year.	MU	36.97 (23.09.2009)

Infrastructure:

APNPDCL has a robust distribution network to cater to the customers spread across five districts. Building an efficient and reliable network assumes top priority to provide supply dependability. We have deployed funds to create a better infrastructure for our customers and the state. Our investments in substations, lines, DTRs and other equipments have helped in improving the quality of power supply while increasing the coverage of people having access to power. Company is working towards electrification of all villages/ habitation, providing access of electricity to all households and strengthening of rural electricity infrastructure. Company continued it's efforts in improving and strengthening distribution system. Company had taken steps for progressing of various ongoing schemes for improvement of infrastructure. The number of 33/11 K.V. sub-stations increased to 834 no.s in FY 2009-10 from 439 in 2000-01. The length of lines increased to 1,99,082 KM in 2009-10 from 1,52,800 KM in 2000-01. The number of DTR's increased to 1,49,557 in the FY 2009-10 from 48,109 in the FY 2000-01. The total number of electrified towns, villages, Hamlets& Tribal habitations, Dalitwadadas and Weaker section colonies increased to 26,159 no.s in the FY 2009-10 from 19,871 no's in the FY 2000-01.

S.No.	Particulars	F.Y. 2009-10
1	33/11 K.V. Sub-stations	834
	Length of lines	
	(a) 33 K.V. line	8420
2	(b) 11 K.V. line	55488
	(c) L.T. line	135174
	Total	199082
3	Distribution Transformers	149557
4	Electrification of Villages /Habitations	
	...etc.	
	(a) Towns	32
	(b) Villages	5612
	(c) Hamlets & tribal habitations	7277
	(d) Dalitwadadas	8732
	(e) Weaker section colonies	4506
	Total	26159

Consumer profile

The number of consumers served increased to 40.65 lakhs in 2009-10 from 27.77 lakhs in 2000-01. The company load profile is dominated by agriculture consumers:

S.No	Consumer Category	Financial Year ended 2009-10		
		No.s	Units (MU)	Billed
1	Domestic	2892721		1763.00
2	Non-Domestic	252791		359.00
3	Industrial	27640		282.00
4	Cottage	4467		6.00
5	Agriculture (Free)	823920		3840.00
6	Agriculture (Non-free)	10297		104.30
7	Public Lighting	37686		343.00
8	General Purpose	14592		24.00
9	Temporary	36		1.00
10	Total LT (1 to 9)	4064150		6722.30
11	HT	1066		2220.71

Address of APNPDCL Corporate office, Zonal Offices, Circle Offices and Division office:

- a Corporate Office H.No.1-1-478, Chaitanyapuri, Hanamkonda, Warangal, Andhra Pradesh – 506 004. Ph.No.0870-2461501. Fax No.24615109. Website: www.apnpdcl.in
- b Zonal Offices
Warangal. Chief Engineer / Zone/ APNPDCL, H.No.1-1-503, Chaitanyapuri, Hanamkonda, Warangal, Andhra Pradesh – 506 004..
Nizamabad. Chief Engineer / Zone /APNPDCL, Power House compound, Varni Chowrastha, Nizamabad, Ph; 08462 - 245742
- c Circle offices
Warangal. The Superintending Engineer /Operation/ APNPDCL, Nakkalagutta, Hanamkonda, Warangal – 506 001. Ph; 0870 - 255657
Karimnagar The Superintending Engineer /Operation/ APNPDCL, H.No.3-7-455, Jagital Road, Karimnagar – 505 001.Ph; 0878 - 2222178
Khammam The Superintending Engineer /Operation/ APNPDCL,H.NO.95/1/A, Near Saibaba Temple, Mamillaguda, Khammam, 507 001, Ph; 08742 - 223549
Nizamabad The Superintending Engineer /Operation/ APNPDCL, Power House compound, Varni Chowrastha, Nizamabad, Ph; 08462 - 245742
Adilabad The Superintending Engineer /Operation/ APNPDCL, C 4-3-445, Lane-1, Dwarakanagar, Adilabad – 504 001, Ph; 08732 – 232516

POWERS AND DUTIES OF OFFICERS AND EMPLOYEES

The powers and duties of the officers and employees of the Company stems mainly from the provisions of the Companies Act, 1956 and Memorandum & Articles of Association of the Company. The officers and workmen of the Company carry out the business operations of the Company in line with the objectives specified in the Memorandum of Association of the Company.

While discharging duties and responsibilities, officers and workmen of the Company are complying with the applicable provisions of the all applicable statues and rules and regulations framed there under.

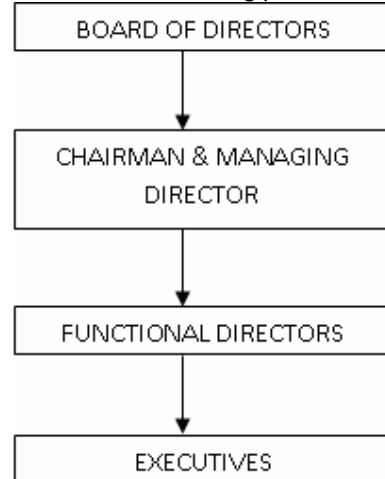
Since APNPDCL is a Government Company registered under the provisions of the Companies Act,1956, the powers and duties of its Directors and conduct of its business is regulated by the provisions of the Companies Act, 1956 , the Memorandum and Articles of Association of the Company, rules and regulations of erstwhile Andhra Pradesh State Electricity Board and APTRANSCO as adopted and other enactment under various laws.

Being registered under the Companies Act, 1956, as per the Articles of Association of the Company, the powers to manage the affairs of the Company rest with the Board of Directors. The Board of Directors has authorised the Chairman and Managing Director to exercise all or any of the powers vested in the Board for the management and administration of the company except certain matters for which the approval of the Board and the share holders shall be necessary as the case may be. The Chairman & Managing Director, in turn, has delegated various powers upto certain limit to the officers of the Company.

Further, as per Article 28 of the Articles of Association of the Company, the business of the company shall be managed by the Board of Directors.

PROCEDURES FOLLOWED IN THE DECISION-MAKING PROCESS, INCLUDING CHANNELS OF SUPERVISION AND ACCOUNTABILITY

The decisions making process in the Company involves the following Channel:



Overall management of the Company rests with the Board of Directors of the Company, the highest decision making body within the Company.

The Board of Directors is accountable to the shareholders of the Company, which is the ultimate authority of a Company. Since 100% of the share capital is held by the Govt. Of Andhra Pradesh, and APNPDCL is a Government company, therefore the Board of Directors of the Company is also accountable to Government of Andhra Pradesh.

As per the provisions of the Companies Act, 1956 certain matters require the approval of the shareholders of the Company in general meeting. The primary role of the Board is that of trusteeship to protect and enhance shareholder's value. The Board oversees the Company's strategic direction, reviews corporate performance, authorizes and monitors strategic decision, ensures regulatory compliance and safeguards interests of shareholders. The Board ensures that the Company is managed in a manner that fulfils stakeholders aspirations and societal expectations.

The day-to-day management of the Company is entrusted with the Chairman & Managing Director who is supported by Functional Directors and other Officers and staffs of the Company. The Board of Directors has also set up various Committees with specific functions and powers. For effective discharge of his functions, the Board of Directors has delegated substantial powers to the Chairman & Managing Director. The Chairman & Managing Director, in turn, delegated specified power to Directors/Officers subject to due control being retained by him and subject to such conditions which are consistent with the need of prompt, effective and efficient discharge of responsibilities entrusted to such a Director/Officer.

The Chairman & Managing Director is accountable to the Board of Directors. Functional Directors are accountable to the Chairman & Managing Director. The Officers are accountable to concerned Director/Chairman & Managing Director as the case may be depending upon the organization hierarchy.

THE NORMS SET FOR DISCHARGE OF FUNCTIONS

The Company has well defined procedures and guidelines for discharge of various functions. These are highlighted below:

1. **Delegation of Powers:** The Board of Directors has delegated power to the Chairman & Managing Director of the Company who in turn delegated power to the Functional Directors/ Officers of the Company at various levels for discharging their functions and responsibilities within the powers delegated to them.
2. **Compliance of provisions of Statutes, etc.:** While discharging the respective functions, officers are required to comply with the provisions of all applicable Statutes and Rules and Regulations.

Chapter V

THE RULES, REGULATIONS, INSTRUCTIONS, MANUALS AND RECORDS, HELD BY THE COMPANY OR UNDER ITS CONTROL OR USED BY ITS EMPLOYEES FOR DISCHARGE OF THEIR FUNCTIONS.

Important Internal Rules, Regulations, Manuals and Records, which are used by the employees of the Company in discharge of their functions are given below

1 Matters pertaining to company affairs:

1. Memorandum & Articles of Association.
2. Decision of the shareholders in the General Meetings as contained in the minute books.
3. Decisions taken the Board meeting as contained in the minutes book.
4. Guidelines and instructions issued by the Government.
5. Delegation of powers.
6. Accounting policies.
7. Accounting standards.

2 Matters pertaining to purchases/procurements:

1. Purchase manual.
2. Stores manual.

3 Matters pertaining to the tariff:

1. Tariff order approved by the APERC.
2. Regulations/directions/instructions issued by APERC.
3. Citizen charter.

4 HR Related matters

1. Employees' (Conduct, Discipline and Appeal) Rules.
2. Leave Rules for employees.
3. Medical Attendance and reimbursement Rules.
4. Rules pertaining to advances & advances to employees.

A STATEMENT OF THE CATEGORIES OF DOCUMENTS THAT ARE HELD BY THE COMPANY OR UNDER ITS CONTROL

Various categories of documents that are being held by the Company or under its control are given below:

- 1 Documents pertaining to incorporation**
 - a. Memorandum & Articles of Association.
 - b. Certificate of incorporation.
 - c. Certificate of commencement of business.
 - d. Statutory Registers under the Companies Act, 1956.
 - e. Statutory Registers under other applicable Acts and Rules & Regulations.
 - f. Annual Reports.
 - g. Annual Returns.
 - h. Returns & Forms filed with the Registrar of Companies, etc.
- 2 Documents pertaining to General Meetings**

Notices and Minutes Book of General Meetings of the shareholders, etc.
- 3 Documents pertaining Accounts:**
 - a. Books of Accounts
 - b. Accounts Manual.
 - c. Documents pertaining to payment of Income Tax, Tax Deducted at Sources, etc.
 - d. Vouchers, etc.
 - e. Consumer ledgers.
- 4 Tariff order**
 - a. APERC License
 - b. APERC tariff order
 - c. APERC Regulations.

Chapter VII

THE PARTICULARS OF ANY EXISTING ARRANGEMENT FOR CONSULTATION WITH, OR REPRESENTATION BY, THE MEMBERS OF THE PUBLIC IN RELATION TO THE FORMULATION OF POLICY OR IMPLEMENTATION THEREOF.

NIL

Chapter VIII

A STATEMENT ON THE BOARDS, COUNCILS, COMMITTEES AND OTHER BODIES CONSISTING OF TWO OR MORE PERSONS CONSTITUTED AS ITS PART OR FOR THE PURPOSE OF ITS ADVICE, AND AS TO WHETHER MEETINGS OF THOSE BOARDS, COUNCILS, COMMITTEES AND OTHER BODIES ARE OPEN TO THE PUBLIC, OR THE MINUTES OF SUCH MEETINGS ARE ACCESSIBLE TO THE PUBLIC

Meetings of the Boards, Committees and other bodies are not open to the Public or the minutes of such meetings are not made accessible for public as the nature of business of APNPDCL is that of a strategic establishment.

Board of Directors:

The Management of the Company is vested with the Board of Directors. In terms of the Articles of Association of the Company the Board of Directors can have minimum three (3) Directors and maximum twelve (12) Directors.

The Composition of the Board of Directors as on 28th September 2010 is given below:

Name of the Director	Present designation	Date of appointment/ (charge)
Sri Ch. Narasimha Reddy	Chairman & Managing Director	29.11.2008 (30.11.2008)
Sri K. Rajeswara Rao	Director (Operation)	13.12.2005 (14.12.2005)
Sri T. Chandra Sekhar	Director(Projects)	30.06.2008
Sri Umesh Sharraf, I.P.S	Director (Non-Whole Time)	16.09.2008
Sri P. Srirama Rao	Director(Non-Whole Time)	09.01.2009
Sri C.S. Sundara Murthy	Director(Finance)	07.02.2009 (12.02.2009)
Sri B. Venkateswer Rao	Director(HRD)	24.02.2009 (26.02.2009)

Sub-Committees of the Board:

Board of Directors has the following sub-committees:

- 1 Audit Committee
- 2 Stores Purchase Committee.

THE MEETINGS OF THE BOARD OF DIRECTORS AND SUB-COMMITTEES OF THE BOARD ARE NOT ACCESSIBLE FOR PUBLIC. SIMILARLY, THE AGENDA PAPERS AND MINUTES BOOKS OF THE BOARD OF DIRECTORS AND SUB-COMMITTEES OF THE BOARD ARE NOT OPEN FOR INSPECTION OF PUBLIC

Chapter IX

A DIRECTORY OF OFFICERS AND EMPLOYEES

The Directory of the officers and employees is available in the company website www.apnpdcl.in link Contact Us.

Chapter X

STATEMENT ON MONTHLY REMUNERATION RECEIVED BY EACH OF OFFICERS AND EMPLOYEES INCLUDING SYSTEM OF COMPENSATION AS PROVIDED IN ITS REGULATIONS

The remuneration of the Officers of the Company is governed by the revised pay scales 2010.

NOTE: In addition to above, Leave as per Rule, Leave Travel Concession, Medical reimbursement, Pension/ Employees Provident Fund, HRA, CCA, Allowances...etc are also admissible as per Company's Rules.

Chapter XI

BUDGET ALLOCATED TO EACH OF COMPANY AGENCY, INDICATING THE PARTICULARS OF ALL PLANS, PROPOSED EXPENDITURES AND REPORTS ON DISBURSEMENT MADE.

The Annual Budget for the year 2010-11 is estimated for Rs.2090.09 crores.

SI.No. 1	Scheme 2	Rs.Crores BE 2010-11 5
I	Plan Expenditure:	
a	Externally aided projects (EAP)	
	JBIC (Erection of 33/11KV SSs.)	55.91
	Total EAP	55.91
b	State Plan	
	Village electrification programme (RGGVY)	9.66
	Loans to NPDCL under INDIRAMMA (Urban) programme	5.55
	R-APDRP	47.14
	HVDS (REC)	193.34
	SPA:PE (Energisation of Pump sets)	139.21
	P:SI	58.18
	T&D Improvement	134.24
	Distribution Plan	5.38
	Erection of Middle poles in existing LT/HT line	39.03
	Total State Plan	631.73
	Total Plan (a+b)	687.63
II	Non Plan Expenditure	
	Assistance for Agl. & allied subsidy	1402.46
	Total Non Plan	1402.46
III	Grand Total	2090.09

Chapter XII

THE MANNER OF EXECUTION OF SUBSIDY PROGRAMMES, INCLUDING THE AMOUNTS ALLOCATED AND THE DETAILS OF BENEFICIARIES OF SUCH PROGRAMMES.

S.No.	Particulars	Beneficiaries	Amount
1	Tariff subsidy	Consumers of Agriculture and other categories.	Rs.1402.46 Crores.

Chapter XIII

**PARTICULARS OF RECIPIENTS OF CONCESSIONS, PERMITS OR
AUTHORISATIONS GRANTED BY THE COMPANY:**

APNPDCL does not grant any concession, permits or authorization except on behalf of the Government/as permitted by the APERC .

Chapter XIV

DETAILS IN RESPECT OF THE INFORMATION AVAILABLE OR HELD BY THE COMPANY, REDUCED IN AN ELECTRONIC FORM.

The following documents are available and held by the Company in electronic form:

- 1 Annual Reports (contains information pertaining to financial & physical performance).

THE PARTICULARS OF FACILITIES AVAILABLE TO CITIZENS FOR OBTAINING INFORMATION, INCLUDING THE WORKING HOURS OF A LIBRARY OR READING ROOM, IF MAINTAINED FOR PUBLIC USE

APNPDCL is maintaining a website www.apnpdcl.in. Interested people can visit this website for desired information.

Any citizen of India who desires to obtain any information under the Right to Information Act, 2005 (Act) may make a request preferably in the application format in writing to the designed Public Information Officer/Assistant Public Information Officer.

Application Fee

In accordance to directive given for obtaining Information the application under sub-section (1) of section 6 must be accompanied by prescribed application fee drawn in favour of account officer, payable at the local office where the application has been submitted. At present the application fee, which is subject to change from time to time, is as under:-

Application fee : Rs 10/-

Mode of payment : By cash against proper receipt or by demand draft/banker's cheque/ Indian Postal Order

Persons who belong to BPL category are not required to pay any fee provided necessary documents are produced in support of their claim.

Additional fee

In case it is decided to provide the information, the Requester shall be informed of the additional fees, if any, required to be deposited by him/her for the information sought and information shall be furnished after the deposit of the fee by the Requester, as per the Act.

In accordance with directives given for providing the information under sub-section 7, of the Act an additional fee shall be charged. At present, the applicable rates, which are subject to change from time to time, are given as under:-

- | | | |
|---|--|--|
| a | For each page (in A-4 or A-3 size paper) | Rs. 2/- per page |
| b | For a copy in larger size paper | Actual charge or cost price |
| c | For samples or models | Actual cost or price |
| d | For inspection of records | No fee for the first hour; and a fee of Rs. 5/- for each hour (or fraction thereof) thereafter |

Further, for providing the information under sub-section (5) of section of the Act, the fee shall be charged at the following rates:-

- | | | |
|---|--|--|
| a | For information provided in diskette or floppy | Rs. 50/- per diskette or floppy |
| b | For information provided in printed form | At the price fixed for such publication or Rs. 2/- per page of photocopy for extracts from the publication |

The mode of payment of above mentioned additional fees shall be the same as application fee.

Appeal

In case the Requester who does not receive a decision within the time specified in sub-section (1) of clause (a) of sub-section (3) of section 7 of the Act or is aggrieved by decision of the Public Information Officer, as the case may be, may within thirty days from the expiry of such period from the receipt of such a decision, prefer an appeal to the Appellate Authority for redressal of the grievance.

Library Facility for general public

Presently APNPDCL does not have any Library Facility for general public.

Chapter XVI	THE NAMES, DESIGNATION AND OTHER PARTICULARS OF PUBLIC INFORMATION OFFICERS/APPELLATE AUTHORITY
	In terms of Section 5 (1) of the Right to Information Act, 2005 the Company has designated the following officers as Appellate Authority and Public Information Officer for its administrative offices:
	This is provided in the link on company website. www.apnpdcl.in .

Chapter XVII LIST OF ITEMS EXEMPTED (CONFIDENTIAL).

- 1 Minutes of the Board of Directors of the Company.

Chapter -XVIII RTI Annual Report:

This is provided in the link on company website. www.apnpdcl.in.